

**Housing Finance Authority of Leon County  
December 14, 2017  
Meeting Minutes**

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**MEMBERS PRESENT:** Mr. Mike Rogers, Chairman  
Mr. Tom Lewis, Vice-Chairman  
Dr. Jeffrey Sharkey, Secretary  
Mr. Andrew Gay  
Ms. Marnie George  
Mr. Allen Stucks

**MEMBERS ABSENT:** Ms. Gail Milon, excused

**ADMINISTRATOR:** Mr. Mark Hendrickson  
Ms. Susan Leigh

**HFA LEGAL COUNSEL:** Mr. Mark Mustian  
Mr. Evan Rosenthal

**COUNTY STAFF:** Shington Lamy  
Lon Twyman  
Edny Thomas  
Felisa Barnes

**COUNTY ATTORNEY:** Dan Rigo  
Kathy Vernet

**GUESTS PRESENT:** None

**Call to Order by Chairman Rogers**

With a quorum present, Chairman Rogers called the HFA meeting to order at 11:04 P.M.

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**Agenda Item #1: Membership Roll Call**

Staff called the Membership Roll and attending members were Chairman Rogers, Vice-Chairman Lewis, Secretary Sharkey, Mr. Gay, Ms. George, and Mr. Stucks. Ms. Milon was excused.

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**Agenda Item #2: Approval of the December 14, 2017, Agenda**

**Action Taken:** Chairman Rogers called for a motion for approval of the December 14, 2017 Meeting Agenda. Mr. Gay motioned to approve, and it was 2<sup>nd</sup> by Mr. Stucks. Motion passed unanimously.

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**Agenda Item #3: Approval of the October 12, 2017 Minutes**

**Action Taken:** Chairman Rogers called for a motion for approval of the October 12, 2017 Meeting Minutes. Mr. Stucks motioned to approve and it was 2<sup>nd</sup> by Mr. Gay. Motion passed unanimously.

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**Agenda Item #4 Public Comment**

**Action Taken:** No public comment.

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**Agenda Items #5A, 5B, & 5C Financial Report**

Mr. Gay presented a report on HFA finances, including the November 30 Balance Sheet, the YTD Budget, and the proposed Expenditure Approval list. All items related to the transition of funds from the County to the HFA. He also noted that back-up materials for all expenditures and copies of the SBA Prime and Capital City Bank statements were in the Board packet. Mr. Hendrickson reported on cash received as a result of down payment assistance loans being repaid in the Escambia program.

**Action Taken** Mr. Stucks motioned to accept the November 30, 2017 Financial Statement, and was 2<sup>nd</sup> by Dr. Sharkey. Motion passed unanimously.

Mr. Stucks motioned to approve the proposed Expenditure Approval list, and was 2<sup>nd</sup> by Dr. Sharkey. Motion passed unanimously.

Note: A copy of the Expenditure List is at the end of the minutes.

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**Agenda Item #6A: Emergency Repair Program**

Mr. Hendrickson reported that the administration of the program by the County was part of the proposed MOU that would be considered at this meeting. He noted that the Emergency Repair Report was in the Board packet, and that the report was now available at any time via a web-based system.

**Action Taken:** No action necessary.

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**Agenda Item #6B: Request from County for Funding**

Mr. Hendrickson presented a request from the County for the HFA to fund \$12,163 of the rehabilitation of two homes owned by low-income elderly persons. He stated that the County was funding \$38,698 of CDBG monies for the rehabilitation of the homes. A discussion followed on the reason for the request and that the HFA funding was needed because the repairs were required to be made, but there was no additional CDBG money available for the repairs. Mr. Lamy answered questions on the request.

**Action Taken:** Mr. Stucks motioned to approve the request from the County for \$12,163 for Housing Rehabilitation of two homes identified in the request, and to direct staff to agenda a budget amendment in January to reflect the expenditure, and was 2<sup>nd</sup> by Dr. Sharkey. Motion passed unanimously.

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**Agenda Item #6C: Real Estate**

Mr. Rogers stated that he had talked with Ms. Mitzi McGhin, and that he was working with her to get an advertisement for the properties published. He estimated that the advertisement would be published in January and that he would report on the results at the January HFA meeting. The Board asked that a list of all properties available for sale be distributed to the Board, with a potential RFP being considered in February.

**Action Taken:** No Action Required

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**Agenda Item #6D: Future Role of the HFA**

Mr. Mustian presented a proposed MOU with the County, related to the overall relationship between the two entities, and detailing how the Emergency Repair Program would be administered, what the County would provide for the HFA, and outlining cooperation related to the programs. Mr. Hendrickson noted that the draft MOU would be changed to add a requirement that the Emergency Repair Program report would be submitted monthly with a certification from the County as part of the form. Mr. Lamy stated that the BOCC would consider the agreement at their January 23 meeting.

**Action Taken:** Mr. Stucks motioned to approve the MOU, with the changes noted by Mr. Hendrickson, and was 2<sup>nd</sup> by Mr. Gay. Motion passed unanimously.

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**Agenda Item #6E: Legal Update**

Mr. Mustian updated the Board on the work related to an HFA Travel Policy and an HFA Procurement Policy. He recommended that the Board adopt the County's Travel Policy, and asked that the Board review the policy between this meeting and the January HFA meeting, where approval of the Travel Policy would be on the agenda. Mr. Mustian stated that he recommended that the HFA adopt its own Procurement Policy, and stated that a draft policy would be available for HFA consideration in January.

**Action Taken:** No Action Required

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**Agenda Item #6F: Lakes at San Marcos Occupancy Report**

Mr. Hendrickson noted that the Board had asked that his be placed on the HFA agenda quarterly. He presented the report which showed overall occupancy of the rent/income restricted units to be over 100% and that the market rate units had a low occupancy rate. Mr. Stucks asked what the affordability period was for this property, and Mr. Hendrickson stated that he would research the issue and report back to the HFA.

**Action Taken:** No Action Required.

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**Agenda Item #6G: DPA Loans**

Mr. Hendrickson stated that Ms. Leigh and he were working on this item.

**Action Taken:** No Action Required.

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**Agenda Item #6H: "To-Do" List**

Mr. Hendrickson presented the "to-do" list.

**Action Taken:** No Action Required.

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**Agenda Item #6I & 6J                      State and Federal Legislative Update**

Mr. Hendrickson presented a legislative update.

**Action Taken:**                              No Action Required.

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**Agenda Item #7:                              New Business**

Dr. Sharkey shared a discussion with County administration on how HFA activities could be coordinated with other efforts to reduce crime. A discussion followed.

**Action Taken:**                              No Action Required.

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**Agenda Item # 8:                              Election of Officers**

Chairman Rogers stated that he had been honored to serve as Chair during the transition to independent status for the HFA, and Board members thanked him for his service. He opened the floor for nominations for Board Officers, for one-year terms.

**Action Taken:**                              Mr. Gay motioned to elect Tom Lewis as Chairman, and was 2<sup>nd</sup> by Mr. Stucks. Motion passed unanimously.

Mr. Lewis took the Chair.

Mr. Stucks motioned to elect Marnie George as Vice-Chair, and was 2<sup>nd</sup> by Dr. Sharkey. Motion passed unanimously.

Dr. Sharkey motioned to elect Andrew Gay as Treasurer, and was 2<sup>nd</sup> by Ms. George. Motion passed unanimously.

Mr. Rogers motioned to elect Dr. Sharkey as Secretary, and was 2<sup>nd</sup> by Ms. George. Motion passed unanimously.

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**Agenda Item # 9:                              Adjournment**

This meeting was adjourned at 12:10 P.M.

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Tom Lewis, Chairman

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Jeffrey Sharkey, Secretary              Date:

**EXPENDITURE APPROVALS: DECEMBER 14, 2017**

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
		Administrator	10-15-17 to 11-14-17	\$ 3,583.33
		Administrator	11-15-17 to 12-14-17	\$ 3,583.33
<b>1008</b>	<b>The Hendrickson Company</b>	<b>Administrator</b>		<b>\$ 7,166.66</b>
		Copying		
	<b>The Hendrickson Company</b>	<b>Copying</b>		<b>\$ -</b>
		Operating Supplies	Lunch 10-12-17	\$ 153.00
<b>1009</b>	<b>The Hendrickson Company</b>	<b>Operating Supplies</b>		<b>\$ 153.00</b>
		Legal	10-12-17 to 11-21-17	\$ 512.50
		Legal	11-21-17 to 12-31-17	\$ 950.50
<b>1110</b>	<b>Nabors Giblin &amp; Nickerson</b>	<b>Legal</b>		<b>\$ 1,463.00</b>